



Dear Sir or Madame,

Since 2008 the Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB) has been financing 500 projects through the International Climate Initiative (IKI). The success of each of these projects is of great importance to the BMUB!

Through your annual reports the BMUB is kept continuously updated on the status of the projects and stays informed about the latest implementation steps and the progress being made. However, for a better public representation of the IKI and its portfolio, as well as more accurate knowledge management, more frequent updates would be helpful. With this aim, the BMUB would like to receive information on politically relevant developments or other information that is suitable for public communication every six months. For our website as well we would like to make sure that the projects' short descriptions remain up to date. If any significant changes have occurred in the project concept or if any important results have been achieved, we would be grateful for an adjusted short description accompanying your biannual report.

In order to keep pace with the times and to be informed as well as inform about major developments on a regular and timely basis, an updated report every six months is crucial. We believe that as an implementation organization responsible for successful project development, you share our motivation. Therefore we would be very thankful if you could send updated project information in accordance with [this format](#) by 30 April and by 15 September each year. The update by 30 April can be submitted with the interim report.

With kindest regards,

Programme Office of the International Climate Initiative